



Integrated Waste Management Specialist

CONTINUOUS TESTING

OPEN STATEWIDE

Equal Opportunity Employer – "Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, disability, religious or political affiliation, age, or sexual orientation." "It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants."

EXAMINATION TYPE This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

APPLICATION DEADLINE Applications must be submitted by **January 3, 2007**, the final filing date. Mailed applications must be POSTMARKED by the United States Postal Service by the final filing date; applications personally delivered or received via interoffice mail must be received and stamped by CIWMB's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on **January 3, 2007**, the final filing date. Applications received after **January 3, 2007**, will be held for the next final filing date. Testing is considered continuous as dates can be set at anytime. The California Integrated Waste Management Board sets testing dates.

WHO SHOULD APPLY Applicants who meet the minimum requirements as stated on this bulletin and who have **NOT** taken an open Integrated Waste Management Specialist examination within the last 12 months may apply for this examination.

EXAMINATION DATES Final Filing Date: **Wednesday, January 3, 2007**
Written Test Date: Anticipated on **Saturday, February 24, 2007**
Written Test Location: Sacramento only

HOW TO APPLY Applications (Form STD 678) may be obtained at the California Integrated Waste Management Board, local offices of the Employment Development Department and on the State Personnel Board's web site <https://forms.spb.ca.gov/>. Applications must be filed in person or by mail with:

California Integrated Waste Management Board
Examination Unit
1001 "I" Street-MS19A, Sacramento, CA 95814
Mailing Address: P.O. Box 4025
Sacramento, CA 95812-4025

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SALARY RANGES **Range A:** \$2976 - \$3576 **Range B:** \$3615 - \$4355 **Range C:** \$4574 - \$5523

ALTERNATE RANGE CRITERIA

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed: (1) one year in the California state service in the class of, or in a position comparable in level, duties, and responsibilities to, an Integrated Waste Management Specialist, Range A; or (2) two years of professional experience performing integrated waste management work. Professional experience is defined as experience comparable in level, duties, and responsibilities to an Integrated Waste Management Specialist, Range A, gained after meeting the "Minimum Qualifications" for entry into the Integrated Waste Management Specialist class.

**ALTERNATE RANGE
CRITERIA (continued)**

Range C. This range shall apply to persons who have satisfactorily completed: (1) two years in the California state service in the class of, or in a position comparable in level, duties, and responsibilities to, an Integrated Waste Management Specialist, Range B; or (2) three years of professional experience performing integrated waste management work. Professional experience is defined as experience comparable in level, duties, and responsibilities to an Integrated Waste Management Specialist, Range B, gained after meeting the "Minimum Qualifications" for entry into the Integrated Waste Management Specialist class.

DEFINITION OF LEVELS

These are the entry, working, and journey levels in the series. Incumbents advance to Ranges B and C based on alternate range criteria eligibility and as competence and level of performance increase.

- **Range A** is the entry level in this series. Under close supervision, incumbents perform the less responsible, professional work associated with integrated waste management.
 - **Range B** is the working level in the series. Under supervision, incumbents perform integrated waste management work of average difficulty and may serve as project coordinators on projects of the least to average complexity.
 - **Range C** is the full journey level in the series. Under direction, incumbents perform difficult and complex integrated waste management work; may coordinate major integrated waste management program activities; and may serve in a lead capacity over other integrated waste management staff.
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**SPECIAL TESTING
ARRANGEMENTS**

If you need reasonable accommodations to take an interview or written test, mark the appropriate box in Item 2 on your application. You will be contacted to make specific arrangements.

**EXAMINATION
RESTRICTION(S)**

A candidate may be tested only once in a 12-month period.

**ELIGIBILITY
LIMITATIONS**

Indicate in Item 1 of your application the spot location where you wish to establish eligibility. ***Candidates may only establish eligibility in one location.*** Persons who file for more than one location on one application or who file multiple applications will be processed for the location nearest their residence as indicated on the application.

POSITION(S) EXIST

Position(s) for the Integrated Waste Management Specialist exist in Sacramento, Long Beach and Los Angeles.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM
QUALIFICATIONS**

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in Biological, Chemical, Physical, Environmental, or Soil Science; Environmental Health; Toxicology; or Industrial Hygiene. **OR**

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Engineering; Math; Economics; Statistics; or Resource Management. Qualifying education must include completion of 30 semester units in biological, chemical, physical, environmental, or soil science; environmental health; toxicology; or industrial hygiene. ***Applicants must include a copy of their college transcripts with their application verifying completion of 30 semester units in biological, chemical, physical, environmental, or soil science; environmental health; toxicology; or industrial hygiene.***

(Registration as a senior in a recognized institution will admit applicant to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

(Qualifying experience in integrated waste management planning, regulation, marketing, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or design, development, or oversight of a waste prevention and diversion program may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years.)

POSITION DESCRIPTION

Incumbents at all levels apply scientific methods and principles in the performance, supervision, or management of assigned tasks including: writing integrated waste management-related regulations and analyzing related legislation; reviewing and recommending action on integrated waste

POSITION DESCRIPTION

management plans; developing integrated waste management strategies; assisting various jurisdictions in their efforts to integrate waste prevention, diversion, and disposal activities; facilitating the procurement of recycled content products; developing markets for recycled materials; implementing programs for used oil, household hazardous waste, and used and scrap tires; certifying and evaluating local enforcement agencies; developing and revising State minimum standards for integrated solid waste handling and disposal; inspecting solid waste sites; reviewing solid waste facilities' environmental practices; recommending action on solid waste facilities' permits; taking corrective actions including closure and post closure of solid waste facilities; and remediating closed, illegal, and abandoned sites.

EXAMINATION INFORMATION

This examination will consist of a written exam weighted 100%. In order to obtain a position on the eligibility list, a minimum rating of 70% must be attained. The contents of the written exam will be based upon the SCOPE.

Candidates who do not appear on the date and time of their scheduled written test will be disqualified from the examination process. Rescheduled testing times will not be allowed.

WRITTEN EXAMINATION WEIGHTED 100%

SCOPE

In addition to evaluating the candidate's relative knowledge and abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively relative to job demands, each candidate's:

A. Knowledge of:

1. Basic principles of scientific research;
2. Chemical, biological, physical, and environmental sciences;
3. Environmental characteristics of waste materials, including handling and disposal, their general effect on human health and the environment, and mitigation measures;
4. Statistical methods of analysis;
5. Concepts employed in a variety of disciplines including integrated waste management economics, public health, and resource management;
6. Controlling hazardous substances at solid waste facilities;
7. Principles and procedures of integrated waste management, waste prevention, and diversion;
8. Basic hydrology and geology;
9. Environmental planning;
10. Investigatory methods;
11. Integrated waste management activities and programs in both the public and private sectors;
12. Federal, State, and local statutes, regulations, legislative and regulatory processes, programs, and responsibilities related to solid waste materials;
13. Facility permitting and environmental review;
14. Use and reuse of solid waste materials.

B. Ability to:

1. Collect environmental data;
 2. Analyze and evaluate data, reach sound conclusions, and make recommendations;
 3. Apply or modify scientific methods and principles;
 4. Analyze situations and take appropriate actions;
 5. Establish and maintain cooperative relations with local governments, the business community, and the general public;
 6. Prepare clear, complete, and technically accurate reports;
 7. Communicate effectively;
 8. Plan, organize, and carry out integrated waste management studies or projects;
 9. Coordinate the work of others;
 10. Make oral presentations;
 11. Be objective and flexible;
 12. Meet critical deadlines;
 13. Assess the impact of proposed legislation and new statutes;
 14. Organize materials for public presentations and dissemination;
 15. Anticipate and respond to public concerns with tact and sensitivity.
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**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be used to fill vacancies in Sacramento, Los Angeles and Long Beach. Names of successful competitors will be merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference points will be granted in this examination.

QUESTIONS?

If you have any questions concerning this announcement, please contact the California Integrated Waste Management Board, Examination Unit at (916) 341-6097.

**DEVICES FOR
COMMUNICATIONS
IMPAIRMENT**

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device 1-800-735-2929 or voice 1-800-735-2922.

≈THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS≈

GENERAL INFORMATION

THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the California Integrated Waste Management Board, Examination Unit (916) 341-6097 three weeks after the final filing date of your State Application (STD 678) if he/she has not received a progress notice.

APPLICATIONS may be obtained at the California Integrated Waste Management Board, local offices of the Employment Development Department and on the State Personnel Board web site <https://forms.spb.ca.gov/>

IF YOU MEET THE REQUIREMENTS stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

VETERANS PREFERENCE: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. 1) Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. 2) Credit in open nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veterans preference points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference and definitions for Veterans and Disabled Veterans are available on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 or their web site: <http://www.spb.ca.gov/forms/spb1093.pdf>

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year for year basis.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

P.O. Box 4025 – 1001 "I" Street, MS 19A
Sacramento California 95812-4025

OPEN SPOT – CONTINUOUS TESTING
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